



City of Fayetteville

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CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

September 29, 2015

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: September 21st through September 27th

CITY ADMINISTRATION

- Attended numerous meetings throughout the week regarding the September 26th Veterans Memorial Rededication Ceremony.
- Coordinated canopy tent and porta potty services for the September 26th Veterans Memorial Rededication Ceremony, along with sending out additional invitations.
- Held a meeting with staff regarding the October 24th Night Walk event, which will be held immediately after the Trick-or-Treat on Main Street event.
- Attended a meeting with ISE regarding current projects include the Hood Avenue/Highway 92 Road Realignment project.
- Attended the first focus group meeting for the Downtown Master Plan project held by Foley Design Group. Input was provided on road networks and land uses within the new plan.
- Held a meeting with staff to discuss the focus groups for Economic Development Plan. The goal is to have 20 to 25 individuals with each of the three focus groups.
- Attended a human resources presentation by Legal Shield.
- Attended a meeting hosted by AVPRIDE'S Michael Mumper and Becky Smith with Fayette FACTOR. They presented the Social Host Ordinance recently adopted by Fayette County for discussion purposes.
- Received and began review of appeal hearing paperwork regarding a personnel matter.
- Continued to assist with the preparation of the "Uniting for a Cleaner Fayetteville" event to be held on October 17th. Sent letters to numerous churches within the City looking for volunteer support for the event.
- Attended the Fayetteville Civitan Club installation banquet.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Working on the FY 2016 budget amendments for the October 1st Council Meeting.
- Working on the FY2015 budget transfers for the October 1st Council Meeting.
- Working on the budget award document which has changed formats for this year.

- Continue the preparation for the FY2015 audit.

Accounts Payable

- Keyed payment data for 98 invoices and processed payments to 63 vendors.
- Prepared 71 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received four (4) new business applications.
- Issued seven (7) new business licenses.
- Collected \$702.35 for 2015 delinquent and new licenses.
- Collected \$8,384.59 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$110.12 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Payroll

- QBA Gross Earnings Report for Pay Date: 9/24/15
 - Check Count: 158
 - Regular Weekly Payroll: 4
- Total Payroll: \$181,919.36

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$31,529.23 in Sanitation and Stormwater revenues.
- Established new Water and Sewer service for thirty-five (35) new customers.
- Billed out for 1,815 customers.
- Issued 0 Purchase Orders.
- Received \$101,885.70 in Water and Sewer revenues.

Human Resources

- Process the paperwork for new hires in the following departments:
 - Fire
 - Police
 - Public Works
- Completed the RFP for health insurance brokerage services and forwarded to the City Manager for completion.
- Assisted insurance claimant with file.
- Went over HR Departmental goals.
- Lengthy discussions on personnel matters within the City.

Information Technology

- GIS Projects
 - Hydrant Maps
 - West Side Updates

- Villages Fire Routes and Lanes (Updated)
- Technology Projects
 - AP Documents Scanning
 - Scanning past and current AP documents into Laserfiche
 - Upgrade WIFI Signals
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: 5
- Web Site Visits for the Week
 - Total Pages Viewed: **10,404**
 - Total Unique Pages: Viewed **7,489** (Excludes Repeated Pages viewed)
 - Average Time Spent on Each Page: **1:03 seconds**
- Top 10 City Web Pages

1.	Official Website of Fayetteville, GA	2,107	18.71%
2.	Official Website	1,075	9.52%
3.	Jobs – Job Listings	589	6.13%
4.	Events Tab	444	3.81%
5.	Jobs – Applications and Benefits	312	2.74%
6.	Government	282	2.93%
7.	I Want To	276	2.64%
8.	Municipal Court	255	2.50%
9.	Events Page	249	2.47%
10.	Search Results	238	2.28%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Conducted follow-up work related to the site survey completed with the consultant for Economic Development Plan and Community Assets and Challenges analysis.

Planning & Zoning

- Completed the GDOT “Plan Development Process” 2-day certification class.
- Held a monthly P&Z Commission meeting with only one item on the agenda, a rezoning request for a hotel near the Piedmont Fayette Hospital.
- Held an Art & Architectural Advisory Committee (AAAC) meeting for sign reviews.
- Held the first focus group meeting for Downtown Master Plan. There were 9 attendees.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Attended organizational meeting for the Night Walk event on October 24th.
- Conducted design review for Gateway Sign civic logos.
- Event preparation for: Golf Tournament, Pumpkin Festival, and Market Day. Market Day was cancelled for September 26th due to inclement weather.

DDA

- Began the lease negotiations with future tenant at 101 S. Glynn Street, which is a restaurant use.

Building

- Number of Building Inspections Performed: **41**
- Number of Permits Issued: **16**
 - **5** Building
 - **1** Residential Repair/Remodel
 - **4** Commercial Repair/Remodel
 - **1** Demolition
 - **2** Electrical
 - **1** Fence
 - **1** Impact Fee
 - **2** Mechanical
 - **4** Plumbing
- Plans Received: **2**
 - Piedmont Fayette Hospital (Addition)
 - 741 West Lanier (Interior Remodel)
- Training / Certification Updates:
 - Miguel Pabon passed his ICC Building Plans Examiner Exam.

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Grass Cutting and ROW maintenance for the following areas:
 - Highway 54 West Middle Medians
 - Veterans Parkway, Sandy Creek
 - Lester Road
 - Cart Path down Beauregard Blvd, Ramah Road
 - Grady Avenue, Bradford Square
 - South Jeff Davis
 - Lafayette Avenue
 - Gazebo Area
 - Refreshed Veterans Memorial
- Cleaned City Hall.
- Cleaned the Police Department.
- Repaired the asphalt path at Patriot Park as well as pressure washed the pathway around the memorial in preparation for the September 26th rededication ceremony.

Sewage Department

- Average daily flow treated is 2.376 million gallons per day.
- Performed weekly maintenance at 24 lift stations sites.

- Began the annual lift station inspection and maintenance process with the City's maintenance contractor.

Stormwater

- Investigated complaints of drainage blockage at Wyngate Circle.

Water Department

- Average daily flow of 1.499 of system demand.
- Repaired 6 water leaks throughout the system.
- Replaced a broken water valve.
- Performed hydrant flushing in Deep Forest Subdivision.
- Repaired a broken valve at the fountain at the Villages Subdivision.

Utility Locates

- Located the water and sewer for 27 locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the Patrol Division handles; these are some of the highlights:

- Physical Altercation: Jimmie Mayfield Boulevard. Adult female ran from Superior Court. She was eventually escorted by FVPD back to court.
- Civil Dispute: Fayette Beauty Academy. A criminal trespass warning was issued to a former student and she was escorted from the property.
- Drug Arrest: Tinseltown Cinemas. One subject was found to be in possession of less than 1 oz. of marijuana.
- Home Invasion: 1406 Weatherly Apartments. Two suspects kicked in the front door and robbed a Chinese family that owned a restaurant in Jonesboro. Family was forced into a bathroom while suspects searched for money.
- Sexual assault: Piedmont Fayette Hospital. Mother reported her juvenile son had been sexually assaulted by his father. CID and DEFACS were contacted and an investigation followed.
- Entering Auto: Waffle House South. Victim's vehicle was unlocked and two artificial heart batteries were stolen.
- Burglary: 160 Hunters Lane. The victim reported that a subject she knew broke into her residence and stole 3 oxycodone pills.
- Numerous arrests for shoplifting at Wal-Mart, Kroger North, Lowes during the week. Wal-Mart had 6 shoplifting offences during the week.
- Numerous traffic accidents. No injuries reported. One driver arrested for a Failure to Appear Warrant
- Numerous traffic related arrests for DUI, driving on suspended license, and possession of Narcotics.

Training Division

- Officer's Hernandez and Forrester completed their Dispatch training at the Fayette County Dispatch center.

- Processed 4 training request for training at GPSTC.
- Planning for upcoming training classes to include Legal Updates, Use of Force and Firearms training. All training was scheduled for the remaining of the year.

Criminal Investigations

- Detectives continue to investigate a child molesting case as the suspect was arrested over the weekend.
- On Wednesday, September 23rd detectives responded to a home invasion robbery. The victims were followed home from their business in Jonesboro to their home and were subsequently robbed.
- On Friday, September 25th detectives were called out to the Peachtree Immediate care for a report of child molestation. This case is currently under review.

Weekly Statistics

- Investigations assigned **3** cases this week.
- Investigations cleared **29** cases this week.
- **3** Call outs for investigators this week.
- **1** Call out for CID Supervisor's this week
- **1** Call outs for crime scene investigators this week.

Warrants

- On Thursday, September 24, 2015, Lieutenant Robert Mask covered as A-Team supervisor from 07:00 to 10:30 hours. Lieutenant Mask prepared 10 court folders, Transported 8 bind over cases to State Court and 1 juvenile citation to Juvenile Court. Jail and bond monies were also transported on this day. Lieutenant Robert mask assisted Judge Michael Martin with first appearance hearings
- Weekly Stats

• Bailiff Hours: 8	Supplemental: 7
• Arrest: 2	Warrant Attempts: 2
• Warrants Served: 2	Person Contacts: 20
• Warrants Re-Called: 1	Warrant Entry: 5
• Court Transports: 2	

School Resource Officer

- No problems to report at Fayette County Alternative School or Bennett's Mill Middle School.
- On Tuesday, September 24th SRO Kevin Ingram (Bennett's Mill Middle School) taught four classes on sexting and cyber bullying.
- Lieutenant Mike Francis, SRO Bob Stavenger, SRO Kevin Ingram, and SRO Lilton Marks attended the quarterly Fayette County Board of Education safety meeting which took place at the Fayette County DA's Office.
- On Friday, September 25th SRO Bob Stavenger investigated a fight that occurred on a school bus prior to school. Two students were charged, one adult student was arrested and one juvenile petition was completed on the second student.

Office of Professional Standards

- Lt. Whitlow attended a PIO seminar at the GPSTC and prepared and sent out a press release to all media regarding several restaurant/store owner robberies. He also spoke with Ben Nelms from the Fayette Citizen and Doug Evans from Fox 5 News about the press release.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 53 emergency calls for service during the week.
- Training: Volunteer FF Quayn Hervey completed week 4 of Georgia Basic FF Training Course. The City of Fayetteville hosted a taught a Georgia Public Safety Training Center Practical fire ground hydraulics class during the week. Fayetteville firefighters Stephaene Core, Duncan Hervey, Matthew Moore, Art Lester, and Josh McBrayer completed the course, along with 4 firefighters from surrounding area fire departments.
- Volunteer: The September 21st volunteer meeting was held

Projects

- Fire personnel completed the renovation work on Station 91 kitchen area.
- Personnel selected a proposal for the painting of the fire bay at Station 91. This project will start on October 6th.
- Jonas Lydon prepared a map of proposed fire lane designations and curb modifications for the Villages at LaFayette Park subdivisions. Staff will be meeting with Roch deGolian and Bill Barnwell this week to discuss the plan.